

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

Rev 1

<input checked="" type="checkbox"/> <u>New contract</u>	<input type="checkbox"/> <u>OTR</u>	<input type="checkbox"/> <u>CO</u>	<input checked="" type="checkbox"/> <u>SS</u>	<input type="checkbox"/> <u>BW</u>	<input type="checkbox"/> <u>Emergency</u>	Previous Contract/Project No: SS7944-5/11
<input type="checkbox"/> <u>Re-Bid</u>	<input type="checkbox"/> <u>Other</u>	LIVING WAGE APPLIES: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO				

Requisition/Project No: RQFN1200003 Term of Contract: 4 Years with 1, 1 year options-to-renew

Requisition/Project Title: Opex Equipment Maintenance Agreement

Description: To establish a contract for the Tax Collector's Office to obtain maintenance services for its Opex equipment.

User Department(s): <u>Finance</u>	Contact Person: <u>Erick Martinez</u>	Phone: <u>305-375-1075</u>
Issuing Department: <u>ISD</u>	Funding Source: <u>General Fund</u>	
Estimated Cost: <u>\$88,160</u>		

ANALYSIS

Commodity/Service No: 600		SIC:	
Trade/Commodity/Service Opportunities			
Contract/Project History of Previous Purchases For Previous Three (3) Years Check Here <input type="checkbox"/> if this is a New Contract/Purchase with no Previous History			
		EXISTING	2ND YEAR
		3RD YEAR	
Contractor:			
Small Business Enterprise:			
Contract Value:			
Comments:			
Continued on another page (s): <input type="checkbox"/> Yes <input type="checkbox"/> No			

RECOMMENDATIONS

SBE	Set-Aside	Sub-Contractor Goal	Bid Preference	Selection Factor
		%		
		%		
		%		
		%		

Basis of Recommendation:	

Signed: Erick Martinez

Date to DBD: 03/29/2012

Date Returned to DPM: _____

**IT UNIT NON-COMPETITIVE REVIEW
SUMMARY**

Action: Establish Sole Source Contract **Requisition#:** RQFN1200003
Title: Opex Equipment Maintenance Agreement
Committee/Committee Date: Not Applicable **Projected BCC Date:** Not Applicable

Purpose of the Acquisition: Establish a sole source contract for the Miami-Dade Finance Department to obtain the required maintenance and repair services for the existing Opex equipment used by the Tax Collector's Office.

Recommended Action: Establish a sole source contract with Opex Corporation.

Contract Term: Four-year initial term with one, two-year Option-to-Renew

Contract Amount: \$88,160 for the initial four year term

<u>Estimated Cumulative Value:</u>	<u>Term</u>	<u>Duration</u>	<u>Amount</u>
	Initial Term	4 Years	\$ 88,160
	OTR1	2 Years	\$ 44,080
		Total:	\$ 132,240

Background:

The Miami-Dade Finance Department utilizes two Opex AS3600i Scanners and Model 51 Rapid Extraction Desks (RED) to automate the payment processing operations at the Tax Collector's Office. This equipment enables mailroom workers to quickly open envelopes and sort payments for maximum efficiency. It also scans the payment documents for further processing. Thousands of payments are received daily. These payments include vehicle tag renewals, property taxes, and local business taxes.

The Opex AS3600i is a high-speed color scanner that operates in conjunction with the Opex 51 RED which automatically opens envelopes and extracts checks and payment stubs. This equipment minimizes the time and labor required to batch, prepare, and scan payments which results in minimal staff required to conduct payment processing operations.

The equipment was purchased from the Opex Corporation through contract SS7944-5-11 - Opex Scanner Hardware & Maintenance in October 20, 2005. The initial contract term was for one year with five one-year options-to-renew (OTR). Authority to exercise all OTR's was approved by the Board of County Commissioners on July 18, 2006, under resolution R-909-06. The final OTR will expire on April 16, 2012. However, the current maintenance service does not expire until December 7, 2012.

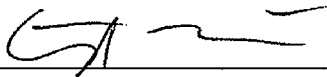
Market Research:

This equipment is proprietary to Opex Corporation. There are no third-party resellers of the Opex equipment. The following companies were contacted during market research: Computer Systems Support, Universal Adaptive Consulting Services, and Southern Computer Warehouse. These firms cannot provide support for this equipment. During market research, a contract

issued by the Social Security Administration was found that is awarded to Opex. However, it cannot be accessed because it was not competitively established.

Recommendation:

The Opex equipment is vital to the Tax Collector's daily operations. It provides a means for County staff to automate payment processing tasks. Regular maintenance services are required due to the equipment's heavy usage. For this reason, it is necessary for the Tax Collector's Office to have a maintenance contract in place with Opex. The equipment is proprietary and is exclusively maintained by the Opex Corporation. Therefore, it is recommended to establish a replacement maintenance contract for continuity of services.



Procurement Contracting Officer

3-28-2012

Date

Walters, Vivian (SPEE)

From: Martinez, Erick (ISD)
Sent: Thursday, March 29, 2012 1:21 PM
To: Walters, Vivian (SPEE)
Subject: RQFN1200003 - Opex Equipment Maintenance Agreement
Attachments: Contract Project Measure Analysis.doc; RQFN1200003 - Opex Summary.pdf

Good afternoon Vivian,

Please review this sole source project and confirm the measures.

Thank you,

Erick Martinez
Procurement Contracting Officer 1
Miami-Dade County
Internal Services Department
Team 2
Tel: (305) 375-1075

"Delivering Excellence Every Day."